

768002/06/08

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: ENVIRONMENTAL COMPLIANCE SUPERVISOR

DEFINITION

Under general direction, to direct, supervise and review the work of technical subordinates in the Environmental Compliance and Collection Systems sections; to assist in the administration of the City's Ordinance Regulating the Discharge of Wastewater and the City's Sewer Service Charge Resolution; to ensure compliance with the National Pollutant Discharge Elimination System (NPDES) Permit for the Municipal Separate Storm Sewer System (MS4) and the Water Quality Management Plan for the Santa Ana Region; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a management class with responsibility for the City's Environmental Compliance and Collection and Collection Systems including the National pollutant Discharge Elimination System, Municipal Separate Storm Sewer System and the Water Quality Management plant for the Santa Ana Region sections. The Environmental Compliance Supervisor is responsible for the supervision of staff and management of these sections.

REPORTS TO: Wastewater Operations Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Wastewater Operations Manager. Exercises both general and direct supervision over technical and administrative support staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Administer the City's Pretreatment Program and all related duties under the direction of the Wastewater Operations Manager.
- Develop and direct a cost effective and efficient Capacity, Management, Operation and Maintenance (CMOM) Program for Municipal Sanitary Sewer Systems, to include a Sewer Spill Overflow Response Plan.
- Oversee the cleaning and maintenance of the City's Municipal Separate Storm Sewer System (MS4).
- Maintain storm water discharge compliance with the Municipal Separate Storm Sewer System permit for the Santa Ana River region.
- Establish and maintain procedures to implement the Water Quality Management Plan for the Santa Ana river region.
- Ensure Best Management Practices (BMP's) are used for storm water run-off from commercial and industrial facilities.
- Select, supervise, train and evaluate technical subordinates.
- Prepare budget for the Environmental Compliance Program and Collection System; and maintain expenses within budget limits.
- Order supplies and materials; prepare cost estimates; and develop equipment specifications.
- Develop and implement goals, objectives, policies and priorities for the Environmental Compliance and

Collection Systems sections.

- Plan and assign inspection work and special projects to subordinate inspectors.
- Review industrial, commercial and institutional accounts for sewer service charge review.
- Review plans of new construction for necessary industrial waste requirements.
- Evaluate industrial dischargers for compliance with discharge regulations; prepare compliance letters and implement enforcement action.
- Prepare and submit periodic reports to the California Regional Water Quality Control Board (CRWQCB) and other related regulatory agencies.
- Meet with CRWQCB staff, industrial dischargers and consultants regarding industrial wastewater problems.
- Attend water quality related hearings and meetings.

QUALIFICATIONS

Knowledge of:

- Chemistry and Biology as they relate to wastewater and storm water discharges.
- Methods, materials, chemicals, equipment and safety hazards associated with sewer and storm water discharges, sampling and inspection.
- Applicable Federal, State and local rules, regulations and codes.
- Laboratory equipment and procedures.
- Data management and reporting.
- Use and operation of computers, databases and spreadsheets.
- Principles and practices of supervision, training and evaluation.
- Basic composition, grammar and technical report writing.

Ability to:

- Understand and interpret engineering plans and specifications.
- Deal firmly and tactfully with various company officials, consultants and the general public.
- Communicate clearly and concisely, orally and in writing.
- Maintain detailed records, which may be used in a court of law.
- Work overtime as required.
- Prepare memos and reports.
- Foster a customer-service attitude.
- Develop an annual section budget and maintain the section's operations within that budget.
- Select, train, supervise and evaluate personnel.
- Respond to emergency calls.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of a Bachelor's Degree with a major in chemistry, biology, environmental science or a closely related field. Additional qualifying experience may substitute for the required education on a year-for-year basis.

Experience: Two years of experience comparable to that of a Senior Environmental Compliance Inspector in the City of Riverside. A Master's Degree in chemistry, biology, environmental science or a closely related field may substitute for one year of the required experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Ability to obtain a Grade III Environmental Compliance Inspector Certificate issued by the California Environmental Association within four test cycles from date of appointment.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Environmental Compliance Supervisor

TO: Wastewater Operations Manager